

C O U N C I L C O M M U N I C A T I O N

TO: THE CITY COUNCIL
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE
October 19, 1988

SUBJECT: APPROVE MODIFIED CLASS SPECIFICATIONS FOR ASSISTANT CITY ENGINEER AND MODIFIED
TITLE AND CLASS SPECIFICATIONS FOR SENIOR CIVIL ENGINEER

PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: That the City Council approve the revised class
specification for Assistant City Engineer and revised
title and class specification for Senior Civil
Engineer (formerly Chief Civil Engineer).

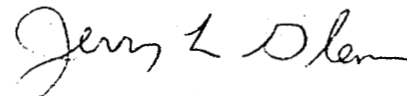
BACKGROUND INFORMATION: With the retirement of the Assistant City Engineer
and subsequent promotion of the Chief Civil Engineer
to that position, the Public Works Department is
proposing a minor reorganization of the Engineering Division.

Under the present organization, the Assistant City
Engineer *is* directly responsible for construction inspection and development
review and supervises the Chief Civil Engineer who is responsible for design and
traffic engineering. With the proposed organization, the Assistant City
Engineer *will* be directly responsible for development review and traffic
engineering and *will* supervise the Senior Civil Engineer responsible for design
and construction engineering. The present and proposed organizations are shown
on the attached exhibits.

No salary changes for these classifications are being
made with this reorganization.

The Public Works Director feels these changes make
the best use of the present personnel and will provide improved
design/construction coordination.

Respectfully submitted,


Jerry L. Glenn
Assistant City Manager

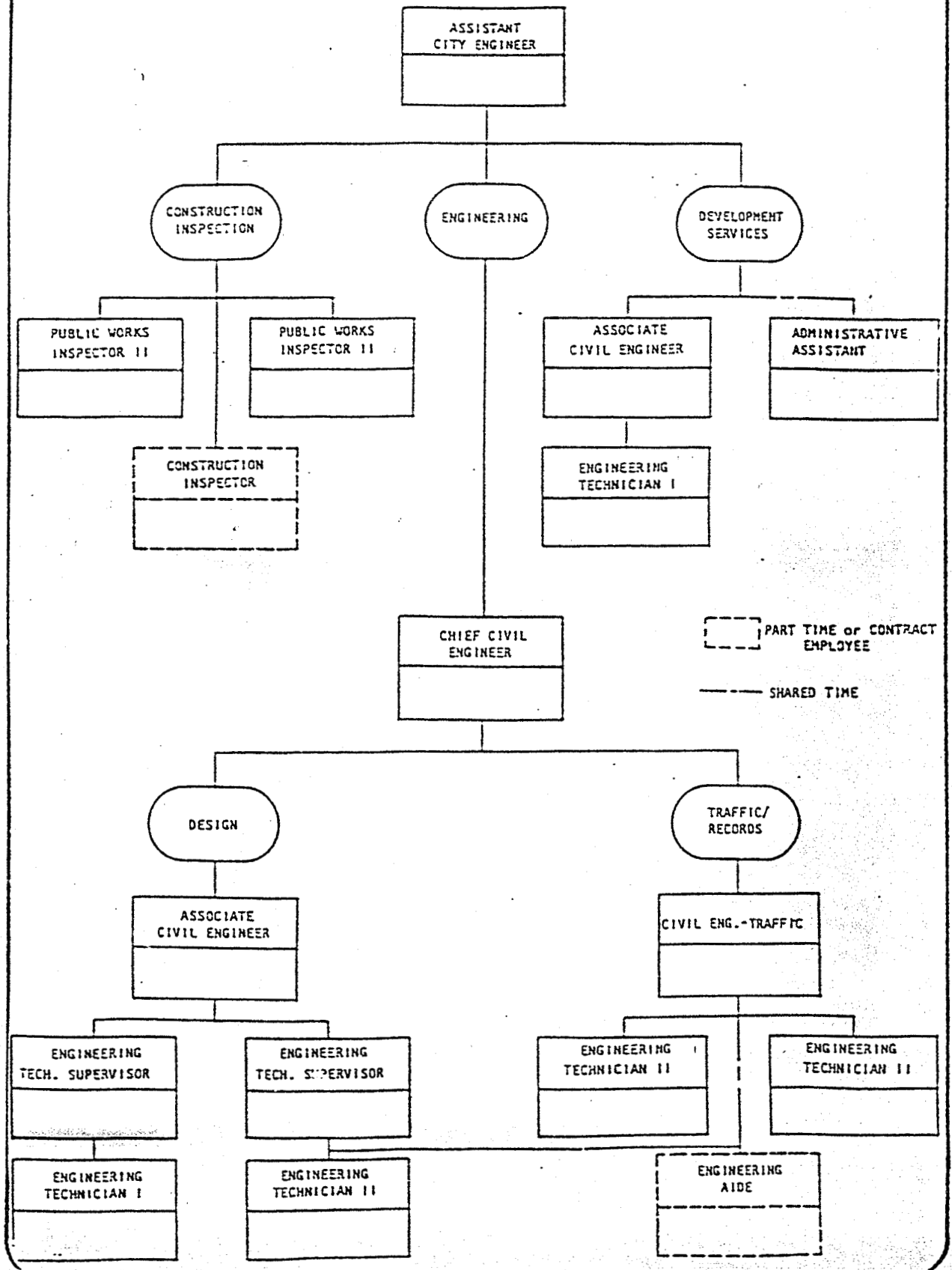
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Attachments

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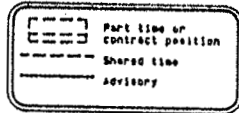
EXISTING

ENGINEERING DIVISION ORGANIZATION

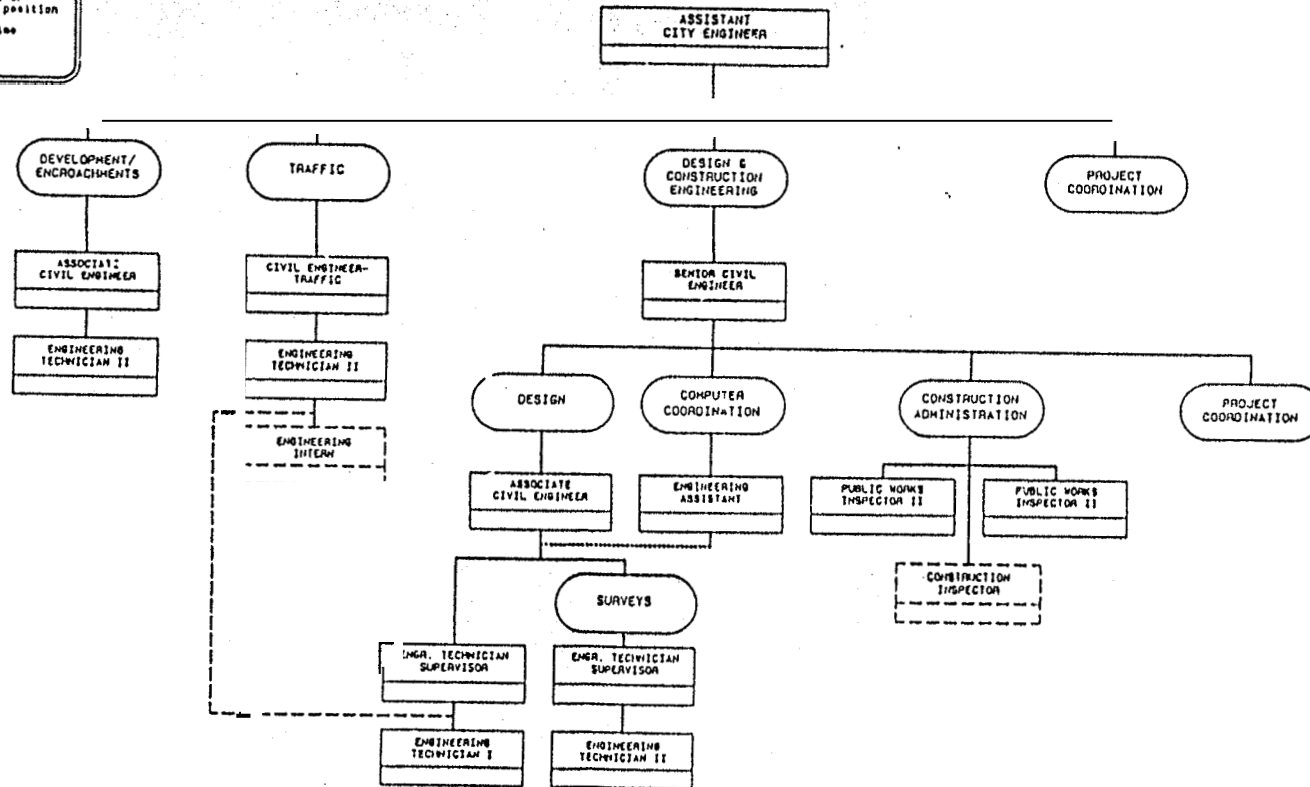


**ENGINEERING
DIVISION
ORGANIZATION**

September 1988



PROPOSED



ASSISTANT CITY ENGINEER

DEFINITION

Plans and organizes the work of the Engineering Division of the Public Works Department which includes a Design and Construction Engineering Section, Traffic Engineering Section and Development/Encroachment Engineering Section; coordinates the work of the Engineering Division with other Divisions within the Department and with other departments within the City; coordinates projects and Department data processing activities; acts for and on behalf of the Public Works Director in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is a high level management position class in the Public Works Department. The position is responsible for the Engineering Division and performs a number of duties affecting all departmental divisions. These duties require extensive external contacts and working relationships. The Assistant City Engineer acts as Public Works Director in the Director's absence and is expected to possess extensive technical knowledge of engineering, public works administration, and the City's public works system.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works Director.

Exercises general direction of subordinate engineering positions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Plans and organizes the operations and activities of the Engineering Division; develops and implements goals, objectives, policies, and priorities.

Assumes responsibility for preparation and administration of the Division's budget.

Provides for training and development of Division employees.

Assumes responsibility for a variety of personnel actions including performance evaluation, training, and disciplinary actions. Recommends the hiring and suspension of personnel.

Meets with developers, subdividers, contractors, realtors, engineers, and architects to explain City development policies.

Directs all aspects of rights-of-way and easement acquisition and abandonment, discussing same with owners, developers, City right-of-way agents, and personnel involved in appraising and obtaining right-of-way; reviews and approves all right-of-way agreements and legal descriptions.

Prepares and writes general correspondence and Council Communications related to the Division's activities; prepares special reports and studies requested by the Public Works Director.

Handles the more difficult public citizen complaints and public relation matters.

Makes presentations to City Council, Planning Commission and other boards or groups on public works projects or topics.

Reviews and approves plans and specifications for most City work including curb and gutter, streets, sanitary sewer, storm drains, traffic signals, water mains, structures, City buildings, assessment districts, subdivisions, and developments. Approves all contract payments and subdivision releases.

Prepares construction grant applications.

Reviews and approves building plans and occupancy permits for conformance with Public Works requirements.

Meets with the general public regarding questions directly related to Public Works, and, at times, Planning and Building: complaints, water and sewer taps, rights-of-way, encroachment permits, traffic, etc.

Directs personnel involved in traffic engineering; reviews, edits and approves City Council Communications regarding all aspects of traffic: parking, traffic signals, speed zones, signings, parking, etc.

Directs personnel involved in the planning, design and construction administration of public works projects including development of standards and specifications.

Gathers information, reviews, and prepares memos to Community Development Department indicating public works requirements as they relate to parcel maps, tentative subdivision maps, Site Plan and Architectural Review Committee review, use permits, etc. Directs engineers and sub-professional personnel in some of these duties.

Performs related duties as assigned.

Plans and directs Division's use of data processing and technical computer applications including computer aided drafting, surveying, analysis, and system utility models.

QUALIFICATIONS

Knowledge of:

Principles, practices, and methods of civil engineering as applied to the planning, designing, and construction of municipal public works projects.

Laws and regulations relating to public works and subdivision improvements.

Design principles required in planning public works projects; principles of mechanical, structural and traffic engineering and surveying; field

survey and construction practices as they apply to the design construction of public works projects.

Municipal public works administration.

Principles of management and supervision.

Safety principles, practices, and procedures.

Basic municipal accounting and budgeting practices.

Ability to:

Communicate effectively, both orally and in writing.

Analyze Division's operations and recommend improvements.

Establish and maintain effective work relationships with contractors, developers, private engineers, general public, and staff.

Analyze and interpret Federal and State regulations pertaining to the Engineering Division.

Prepare and review plans, specifications, and engineer's estimates.

Plan, assign, direct, and coordinate the work of subordinate personnel.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience

Five years of office and field experience in civil engineering, preferably including four years in design and construction of public works improvements, which included working in an administrative or supervisory capacity.

Education

A Bachelor's Degree with major course work in civil engineering.

Licenses and Certificates

Possession of a Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers.

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

SENIOR CIVIL ENGINEER

DEFINITION

Plans, assigns, supervises, and reviews engineering work in connection with the location, design, construction, inspection and maintenance of major public works projects; administers construction contracts and coordinates projects; directs use of computer drafting design and surveying systems; acts for and on behalf of the Assistant City Engineer in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is a mid-management position in the Engineering Division of the Public Works Department. This position supervises the Design and Construction Inspection Sections of the Division and participates in management and policy-making for the Engineering Division as a whole. This position has responsible charge for City engineering work, including some contract engineering services, recordkeeping and computer coordination.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Engineer and Public Works Director.

Exercises general direction of subordinate professional engineering positions and direct supervision of some sub-professional engineering positions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Plans, assigns, supervises, and reviews the work of Design Section engineers; oversees the work of consulting engineers.

Assists in preparation and administration of the Division budget; participates in policy-making for the Engineering Division.

Assumes responsibility for a variety of personnel actions including performance evaluation, training, and disciplinary actions. Recommends the hiring and suspension of personnel.

Supervises the preparation of engineering plans and specifications for the construction of water, sewer, storm drain, park/basin projects and street improvement projects; checks plans for accuracy and completeness and makes recommendations for revision and improvement; reviews specifications for composition and accuracy; prepares and/or reviews preliminary and final cost estimates.

Assists subordinate engineering personnel with difficult technical problems.

Makes engineering calculations such as hydraulic and structural analyses and traverses

Directs operation of engineering computers.

Meets with other agency officials, engineers, private individuals, and industry representatives in discussing engineering problems.

Makes Council presentations related to engineering studies and projects under his/her responsibility.

Assists in planning, organizing, and directing office and field engineering, and assists in reviewing engineering design for maintenance personnel in construction and maintenance of public works projects.

Prepares and writes general correspondence and Council Communications related to the Division's activities; prepares special reports and studies requested by the Public Works Director.

Prepares and evaluates contracts; prepares reports on Engineering Division functions and activities for City officials.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Principles, practices, and methods of civil engineering as applied to the planning, designing, and construction of municipal public works projects.

Design principles, strength of materials and stress analysis required in planning public works projects.

Principles of mechanical, structural, traffic engineering, and surveying as they apply to the design of public works projects.

Field survey and construction practices.

Municipal public works administration.

Principles of management and supervision.

Safety principles, practices, and procedures.

Basic municipal accounting and budgeting practices.

Laws and regulations relating to public works improvements.

Ability to:

Manage engineering microcomputer operation computers and related electronic equipment used in engineering applications including computer aided drafting, surveying, engineering analysis and utility system models.

Design, prepare, and review plans, specifications and engineer's estimates on public works projects.

Direct the work of subordinate engineering personnel.

Sort, prioritize, allocate and monitor workload and resources.

Establish cooperative public relations with contractors, developers, private engineers and the general public.

Analyze Division's operations and recommend improvements.

Analyze and interpret Federal and State regulations pertaining to the Engineering Division.

Conduct Division training programs.

Communicate effectively, both orally and in writing.

Estimate job costs and keep neat and accurate records.

Experience and Education

Any combination of experience and education that **would** likely produce the qualifying knowledge and ability. A typical combination is:

Experience

Three years of progressively responsible and varied professional civil engineering experience including experience in surveying and designing streets and water, sewer and storm drain systems.

Education

A Bachelor's Degree with major course work in civil engineering.

Licenses and Certificates

Possession of a Certificate of Registration as a Civil Engineer by the California State Board of Registration for Professional Engineers.

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.